



MEMORANDUM

TO: Superintendents

FROM: Pat Mapes, Director, Division of Educator Licensing and Development

DATE: March 2, 2010

SUBJECT: Data Required: Professional Staff Evaluations

The Indiana Department of Education (IDOE) is requesting information about each corporation's teacher and principal evaluation practices. This data is being collected as part of aggregated information that must be provided to the U.S. Department of Education. Your corporation's participation in this data collection is very important.

The collection will consist of a brief, five-minute survey. Additionally, there will be an electronic drop-box on the screen to upload two required documents:

- A copy of the district's teacher evaluation form (Word or PDF).
- A copy of the district's building principal evaluation form (Word or PDF).

The survey and accompanying documents need to be submitted no later than Friday, March 12th.

Superintendents will need a user id and password for IDOE's new Learning Connection web portal. This user id will also be used to complete the new accreditation assurance forms and other secure business with IDOE as the current corporation # and pin process is phased out.

To date, 180 Indiana districts have completed the simple process of requesting that a corporation Learning Connection system administrator be appointed and given access to create accounts for school district personnel. Access levels within the Learning Connection are determined by the user's role in the district.

- If your district has completed the enrollment process, superintendents should contact their corporation's system administrator for their user id and password. Superintendents with access can browse to <https://learningconnection.doe.in.gov> to login and complete the survey and upload the two documents.
 - If you are an administrator over multiple corporations a drop down box will be present in order to select the proper corporation. If you are not administrating over multiple corporations you will not see this box.

- Click on the first browse button to select the file for **Principal Evaluation Instrument/Tool:**
 - Click on the second browse button to select the file for **Teacher Evaluation Instrument/Tool:**
 - Click on SAVE and in a few seconds you will receive a message stating **File(s) were Successfully Saved.**
 - Proceed to the online survey by clicking on the survey button below the submission boxes.
- If your district has not completed the enrollment process, you can access this information at https://learningconnection.doe.in.gov/help/Corporation_Admin_Approval.pdf

Support for The Learning Connection is available online at
<https://learningconnection.doe.in.gov/Article.aspx?art=3>